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JOB POSTING

Provide City application and resume on or before 11/23/2015

The Montpelier Police announces the recruitment for
CRIME VICTIM UNIT COORDINATOR/ADVOCATE

This position is within the Police Department and is supervised by a police Lieutenant.

General Purpose

The Coordinator provides follow-up on all domestic violence/sexual assault, stalking and other violent crime cases, contacts and provides service to crime victims, recruits qualified victim assistance volunteers, facilitates training, may supervise employee(s).

Example of Duties

- Receives walk-in clients and assesses need for services; makes referrals and provides informative resources.
- Reviews and assess violent crime reports as reported to police by victims, witnesses, etc.
- Contacts victims of violent crimes (particularly domestic violence/sexual assault, stalking and other violent crime cases) provides information regarding legal process, resources (i.e. shelter care, treatment, education programs, legal assistance, financial aid) and investigation process.
- Supervises volunteers, makes assignments and facilitates training of volunteers and staff.
- Keeps statistical records of victim contacts.
- Assists clients in filling out and filing protective orders; attends protective order hearings and other court proceedings with client.
- Provides emotional support and crisis intervention for victims of crime.
- Obtains restitution information from victims and provide alternate means for the victim to be compensated for damages incurred as a result of criminal behavior against them.

- Provides liaison and coordination between Montpelier Police and other agencies, prosecuting agencies, attorney general's office, mental health professions, rape crisis centers and case follow up.
- Coordinates and networks with other crime victim advocacy programs.
- Grant reporting
- Performs related duties as assigned

Minimum Qualifications

Education and Experience

One (1) year experience working with crime victims. Experience with grant funding and maintenance/reporting. Supervision of employees. Course work in Social Work, Psychology or Criminal Justice preferred.

OR any equivalent combination of education and experience.

Special Requirements

Valid Idaho Driver License

Must be willing to be on call occasionally to assist crime victims at the scene or hospital, court, etc.

Necessary Knowledge, Skills and Abilities

Knowledge of appropriate state and local laws relating to domestic violence and crime victims; legal terminology, court practices and procedures; modern office procedures to include personal computers.

Ability to interview victims and obtain relevant information; communicate effectively, verbally and in writing; follow written and verbal instructions; prioritize tasks; track and monitor funds; establish and maintain effective working relationships with employees and the public.

Tools and Equipment Used

Personal computer, including word processing and spreadsheet database software; phone, fax and copy machines.

Operation of vehicles

The employee may occasionally lift and/or move up to 50 pounds.

Work is primarily in an office setting.

IT IS THE POLICY of the Montpelier Police Department to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, gender or age (unless a bona fide job requirement) or the presence of any disability. Reasonable accommodations will be made for disabled persons.